



Our mission is to service the people of West Des Moines honestly and effectively. Through a variety of services, we strive to provide the quality of life desired by the community.

We, the employees of the City of West Des Moines, through Teamwork and Cooperation, are committed to provide the highest Quality of Service with Honesty and Integrity to the community we serve.

City of West Des Moines Job Description

Job Title:	Engineering Intern	Department:	Public Works
Supervisor:	City Engineer/Principal Engineer	Civil Service:	Non Applicable
Category:	Exempt X Non-exempt	Grade Level:	7S
		Date:	December 2009

Summary Description

Engineering interns are utilized by the Department of Public Works to assist engineering staff in data collection, data management, inspection, and other engineering analysis. Interns are exposed to many facets of the engineering profession and municipal operations. This exposure is invaluable as the employees in these positions have yet to select an emphasis in engineering.

Routine Job Duties/Responsibilities

- Performs data collection, data entry and database management.
- Performs GPS data collection.
- Completes field inspection of public infrastructure as directed.
- Provides conditional rating of public infrastructure based on specific criteria.
- Completes required streetlight inventory and inspections.
- Completes GASB 34 research and documentation.
- Completion of assigned research projects in a timely manner and with required documentation.
- Enters data into database and produces reports in various formats for review.
- Presents a professional image of the City at all times.
- Shows a commitment to providing customer service to both internal and exterior customers.
- Provides back-up support for lunch breaks, vacations and illnesses within the department.
- Responds to inquiries relating to assigned area.
- Performs other duties and responsibilities as assigned.

Job Standards

Any combination of education and experience providing the required skill and knowledge is qualifying. Typical qualifications would be equivalent to:

Education/Experience:

- Undergraduate student in Civil or Construction Engineering or closely related field with one year of completed coursework.

Skills:

- Ability to handle confidential information in a sensitive manner
- Ability to take initiative
- Effective oral and written communication skills
- Excellent interpersonal communication skills

- Problem-solving ability
- Advanced mathematical skills
- Ability to concentrate in a diverse work setting
- Sound judgment and decision-making abilities
- Excellent telephone techniques

Knowledge:

- Proficiency with PC's and computer software and applications
- General knowledge of office equipment including computer, photo copier, telephone, calculator, keyboard/typewriter.

Licenses:

- Valid Iowa Driver's License

Working Conditions:

- Long periods of sitting
- Intermittent periods of standing and walking.
- Intermittent talking, hearing, near and far sight acuity, depth perception, judgment, and writing ability
- Intermittent climbing, balancing, stooping, kneeling, crouching, reaching, handling, dexterity, feeling, color vision, and field of vision
- Frequent use of concentration.
- Rare exposure to noise intensity level, vibration, poor lighting, dirt and dust, along with other environmental conditions.
- Exposure to weather including heat, cold, humidity and precipitation.

Safety Hazards:

- Traffic hazards
- Rare use of ear or eye protection required.
- Rare use of hard hat or gloves.
- Constant use of protective footwear.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The employer has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

Approval:

Human Resources Director

Date

Department Head

Date